

QRG - Adding an External Training

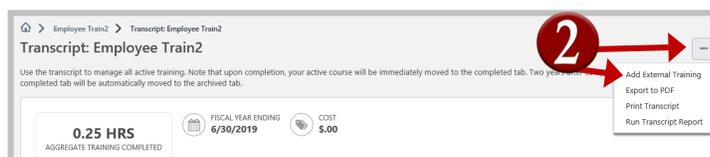


Add an external training

1. From the Cornerstone home page, hover over the Learning tab and select **My Transcript**. The active transcript will display.
2. Across from the employee name, click options and **Add External Training**.
3. Enter the external training information. The fields with an asterisk are required:
 - a. Course Title
 - b. Training Description
 - c. Provider (e.g., name of school or location)
 - d. Training Dates
 - e. Cost
 - f. Credit Hours
 - g. Credit Type
 - h. Import a Resource (e.g., agenda) - Click **Select a file**, locate the document, and double click to attach it.
4. Click **Submit** to submit an external training to a supervisor. The status of the training is pending on the transcript until a supervisor has reviewed and approved. Once approved, mark the learning complete on the transcript.



Go to the [Minnesota Judicial Branch Cornerstone](#) employee site for more information on how to mark a course complete.



Add External Training 3

Enter the information below and submit for approval. This information will be added to your transcript, and you may follow the approval process by monitoring the status of the external training.

* - Required

Language
English (US)

Course Title * a
Email 101

Training Description b
This course describes how to write

Provider c
University of Training

Training Dates * d
10/3/2018 10/3/2018

Cost e
\$ USD 100.00

Credit Hours * f
Hours: 3 Minutes: 0

Credit Type g
 Continuing Education Unit (CEU)
 Continuing Judicial Education (CJE)
 Continuing Legal Education (CLE)
 Compliance
 Diversity

Import a Resource. (i.e. agenda) h

Drag and drop files here or Select a file

4

Cancel Submit